

# Best Buddies Iowa in search of State Director (Executive Director)

**Job Title:** State Director

**Salary range:** \$65,000 - \$75,000

**Contact with interest:**

Missy Collins

Senior Director, State Operations

Best Buddies International

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**Position Overview:** The State Director is responsible for developing an annual state plan and implementing the plan through overseeing day-to-day operations, securing funding for programs and special projects, overseeing programs to ensure program consistency and success, managing local Advisory Boards and associated committees, and supervising state staff. S/he also assists and directs Program staff to ensure program consistency and success.

**Job Qualifications** – Qualified applicants must have:

- At least four to seven years progressive experience in fundraising including a record of success in expanding a donor base through cultivation and stewardship, grant writing, event planning/implementation, and/or board management
- Superior persuasive writing and presentation skills with the ability to exert influence, inspire others, and articulate the mission, goals, and activities of Best Buddies with passion and enthusiasm
- Proficiency with Microsoft Office, and familiarity/comfort with database management systems (i.e. Kintera, Auction Pay, Raisers Edge)
- At least three to five years of management/supervisory experience, and superior talent-building and team-building skills
- Superior project management skills - including planning, analysis, decision making, and problem solving - and willingness to multitask
- Superior initiative, drive for results, and self-assessment skills, and ability to lead individuals and teams in setting and achieving challenging goals
- Must be highly dependable, lead by example and be willing/able to adapt management style to fit the situation and hold staff accountable for meeting set expectations
- Must be comfortable engaging with people with intellectual and developmental disabilities (IDD)
- Must travel, use personal cell phone, and work evenings and weekends as necessary in order to accomplish job responsibilities
- Bachelor's degree or at least 4 years' relevant experience in addition to above experience
- Access to an automobile with applicable insurance

**Job Duties** include, but are not limited to:

**Programs**

- Oversees and assumes ultimate responsibility for the success of all programmatic operations statewide by working with local programs staff and HQ Programs Team
- Oversees the planning and implementation of program events and volunteer training initiatives state-wide, including Best Buddies Day/Month, BUILD, and Local Leadership Training Days

- Ensures that program participants and staff are appropriately integrated into statewide fundraising/awareness efforts and collaborates with Program staff to ensure that all grant goals are realistic and in the best interest of local programmatic efforts
- Ensures recruitment strategies and volunteer appreciation initiatives for Best Buddies program participants are effectively and appropriately implemented
- Attends local chapter events and activities
- Directly manages Program staff and assumes additional programmatic responsibilities as required per state office staffing structure

### **Fund Development**

- Develops and implements comprehensive statewide strategy for securing sustainable funding and works with local staff, Advisory Boards, and volunteers on its implementation
- Assumes overall operational management responsibility for all fundraising activities statewide, including, but not limited to, foundation and corporate giving, individual giving, major gifts, special events, annual giving, and alumni/parent relations
- Develops and implements major fundraising events to meet revenue goals—must utilize local event committees and follow BBI event committee benchmarks/structure
- Researches grant opportunities, develops proposals to foundations, maintains accurate records and submits reports as required by funders with support from BBI Grants Department
- Manages government grants/contracts, including reporting, maintaining relationships with key agency officials and testifying if necessary
- Manages local and/or statewide Advisory Board(s), including recruitment, training, and retention of committee and board members in keeping with BBI Advisory Board guidelines
- Identifies, cultivates, and develops volunteers capable of making personal commitments and becoming directly involved in the solicitation process on behalf of Best Buddies - develops and manages stewardship process of all donors, including processing gifts and thank you letters

### **Marketing**

- Develops a comprehensive statewide public awareness strategy, and works with local staff on its implementation
- Creates a strong presence for Best Buddies in the local area through public speaking, community involvement, public service announcements, social media, special events, news releases, and other media initiatives
- Develops relationships with local graphic artists, public relations professionals, and advertising agencies to support local needs
- Oversees organization of content and images for updates to state website and ensures that all local staff use Kintera database appropriately to communicate with participants and the community
- Oversees creation and distribution of statewide and local newsletters/annual reports and Kintera e-newsletters

**Human Resources**

- Oversees recruitment, screening, hiring, and training of all staff statewide in accordance with Best Buddies guidelines and approves all reports, conducts staff evaluations and provides appropriate guidance and motivation
- Works with local staff to set realistic and strategic goals, including professional development goals, and holds them accountable for meeting these goals
- Develops performance/behavior improvement plans as needed and researches and provides professional development opportunities and tracks and records progress
- Works to inspire and motivate local staff by demonstrating personal commitment and integrity and providing proactive training, support, and recognition
- Oversees state staff's involvement in HQ initiatives, including merchandise sales, national conferences, special events, and awareness campaigns

**Administrative**

- Oversees (and delegates when appropriate) management of all day-to-day infrastructure needs such as supplies, postage, IT, telecom, equipment/ utility contracts, and office lease as needed to maintain an efficient and professional work environment – assumes ultimate responsibility for all logistics of moving an office if necessary
- Maintains communication with HQ Operations and Development Team with timely reports and other information as directed
- Uses the online reimbursement system to effectively track and manage reimbursement requests from local staff
- Develops, monitors and balances the state organization's budget, including reviewing monthly financial statements, tracking all expenses and revenue, and adjusting spending/fundraising plans as needed
- Oversees timely and accurate processing of all revenue and invoices, and maintains accurate records of all donations and donor information